

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Administrative Research Technician
Position Number: 58107608
Division: Business & Income Taxes
Grade/Salary: 10 / \$10.33 - \$12.43 / hr DOQ
Training assignment 9 / \$9.48 – \$11.42
Type of Employment: Permanent/Full-time
Location: Helena
Union: Yes
Supplement: No
Hiring Supervisor: June McLeod
Closing Date: November 9, 2006

Role Summary and Duties: Conducts basic research for assigned tax types and assists with office audits; responsible for soliciting, preparing, adjusting and estimating delinquent tax returns; performs account maintenance; responds to basic questions and routes complex questions to other auditors; maintains audit information on the integrated tax system; and performs compliance/taxpayer discovery. Solicits returns and/or information from taxpayers and/or their tax preparers. Must deal with public, by telephone and in written correspondence, in a professional manner.

Competencies: Demonstrated basic knowledge of audit principles, theory and methodology for auditing all taxes administered by the department; federal/state statutes, administrative rules and state policies and procedures; and word processing, spreadsheet, database and software applications/programs. Ability to provide timely and effective written, oral and interpersonal communication and to work with taxpayers under adverse conditions to resolve misunderstandings and errors.

DOR Core Competencies:

Public Service Skills: Position requires skill at developing positive customer relationships and is committed to meeting customer needs in a timely and accurate manner.

Commitment to Continuous Improvement: Position requires ability and willingness to continually seek greater efficiency in agency programs, is results driven, and meets changing requirements in work or direction.

Decision Making Skills: Position requires good judgment and makes sound, well-informed decisions that result in fairness and consistency, taking accountability for their actions.

Teamwork Skills: Position requires skill in taking action to create positive relationships with co-workers and business partners and contributes to quality solutions.

Education and Experience: The above competencies are typically acquired through a combination of education and experience equivalent to high school graduation, 2 years general clerical experience which should include customer service duties plus 6 months experience reviewing and completing forms related to taxation and basic bookkeeping tasks.

***Training Assignment:** If applicants for this position do not meet the minimum qualifications, a

training assignment may be considered.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-2972 / (406) 444-9831 / Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws.

Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must

produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Background Check Authorization Form

Applicants Name: _____
(please type or print)

Social Security Number: _____ Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references. I also understand that I am required to complete a fingerprint card so that a background check can be conducted.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue. I understand that the purpose of this background check is for employment purposes only.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ Date: _____